

INSTRUCTIONS FOR FOR HOMELESS SERVICE SUBMISSIONS

NOTICE OF INTEREST FOR SCHROEDER HALL ARMY RESERVE CENTER 3800 WILLOW STREET, LONG BEACH, CA

DUE FRIDAY, DECEMBER 15, 2006, 3:30PM

I. NOTICE OF INTEREST CONTENTS

Homeless assistance providers, and other eligible non-profit entities, should follow the instructions outlined in this document to submit a Notice of Interest (NOI) for the reuse of the Schroeder Hall Army Reserve Center. *(NOTE: Entities seeking and public benefit conveyance and private developers should follow NOI instructions for other interested parties. Do not use these instructions).*

Please note that the Schroeder Hall site will not be available for transfer until approximately 2011.

NOIs shall include all of the following information (as applicable) to be considered a full and complete NOI submission.

A. ORGANIZATIONAL SUMMARY

1. Legal name of the entity requesting the use of buildings or property at the Schroeder Hall Army Reserve Center.
2. Organization's administrative address, phone number and fax number.
3. Contact person's name, title, and phone number
4. Name and title of person(s) authorized to complete purchase, and/or execute any lease or agreements. Attach a copy of the legal authority permitting these persons to complete such transactions.
5. Evidence of 501(c)3 non-profit status in the form of IRS letter of determination.
6. Evidence of legal authority under which the organization is authorized to acquire and hold title to property or to lease property.

7. A description of the organization, year founded and brief history, major accomplishments and organizational goals.
8. A listing of all principals in the organization and any proposed on-site program managers who would participate in management activities of the proposed program. Provide appropriate credentials, as well as a description of previous related experience.
9. An organizational chart for the organization.
10. Guidelines of personnel procedures for recruiting, affirmative action and equal opportunity outreach, resident hiring, personnel selection, training, evaluation and discipline.
11. Provide a description of the organization's connection to the community and the community interest that will be served.
12. A copy of current constitution/charter/by-laws or Articles of Incorporation as appropriate.

B. PROJECT PROPOSAL
(3 page maximum)

1. A detailed narrative description of the proposed use of the property or building.
2. A detailed assessment of the need for the proposed program within the City of Long Beach. Identify to what extent the proposed project or program relates to the City's consolidated plan, draft 10 year plan to end homelessness or the City's identified needs in its continuum of care.
3. Provide the following:
 - a. The need to expand existing facilities. Documentation that the proposed project or program cannot be provided using the proposing organization's existing resources.
 - b. Identify any anticipated expansion of services that may result from improvement of facilities for the proposed program, as applicable.
 - c. Identify whether the need for the proposed program is a result of the requirement to meet or comply with established state standards.
 - d. Include statement that applicant does not currently possess real estate suitable for the proposed program.
4. Provide a description of how the program will be coordinated with other homeless assistance programs in the City of Long Beach.

5. A detailed timeline for the proposed project or program, including funding, staffing, construction/development if applicable, and implementation.

C. BUILDINGS OR PROPERTY NECESSARY TO CARRY OUT PROGRAM

(3 page maximum, not including maps)

1. A narrative description of requested facilities, land, buildings, improvements, easements and related equipment. (Include an illustrative map as appropriate).

Describe the suitability of the buildings and property for the proposed homeless assistance program and identify the needs of the homeless in the communities in the vicinity of Schroeder Hall Army Reserve Center.

2. Is the applicant requesting a deed transfer? Would the applicant agree to the City of Long Beach owning the property and building and leasing such properties to the applicant at no cost? Please note, once again, that the property will not be available for transfer until September 2011.
3. Indicate what land use and zoning requirements or entitlements are necessary for the applicant to implement its Proposed Program in and around the buildings and property requested.
4. Indicate whether existing buildings will be used and describe any new construction or rehabilitation that is anticipated on the requested property necessary for program implementation.

D. ORGANIZATIONAL CAPACITY

(5 page maximum)

Evidence that the management team is capable of successfully implementing and/or operating the proposed project, program or development will be examined. The applicant must demonstrate a record of past performance and experience with similar programs, viability, and financial and administrative solvency and stability based on the following:

1. A general description of past performance and experience operating and/or implementing similar projects or programs to those proposed.
2. A list of all projects/properties owned or managed (as applicable to the request) including:
 - Project/program name, address, and telephone number and name of on-site manager.

- Number and type of units (emergency shelter, transitional housing, supportive housing, etc. and the type of assistance if any).
 - Photos demonstrating exterior and interior physical condition of buildings.
 - Supportive services provided at each site if applicable.
 - Years managed/owned.
 - Audited financial statements for the last two years on each site, or two years of monthly financials. Identify funding sources.
 - Current number of units or beds assisting the homeless, or government subsidized low and moderate income units owned or managed and detailed information for at least three programs/projects owned and/or managed if applicable
3. Plans for the expansion of the organization to meet an increased demand for services from the proposed programs. Identify any organizational adjustments needed for proposed programs including number of employees needed and job descriptions.
 4. Provide a list of management functions that will be staffed at the property or in buildings requested and whether those management functions will be provided by the applicant or contracted out to a third party. If contracted out, please provide information regarding the selection process for those management services and how often a site manager will visit the property.
 5. A full detailed and audited financial statement for the last two years (including, copies of tax returns for the last two fiscal years) of the organization's assets/reserves, liability, balances, make-up of current assets accounts receivable, balance of revenues and expenses and net worth. This report must include a balance sheet and income statement. A full disclosure of whether any of the organization's officers, principals or partners have declared bankruptcy in the last five (5) years, or have any pending litigation.
 6. A disclosure as to whether any of the organization's officers, principals or partners have been convicted of a felony in the last five (5) years and the nature of the conviction.
 7. A minimum of five (5) business references including names, addresses, telephone numbers and the nature and magnitude of the business association in each instance. These references must be persons or firms with whom you have transacted business during the past five (5) years.

8. A minimum of five (5) financial references including names, addresses and telephone numbers in each instance. It is required that two (2) of the five (5) references be banks or savings and loan institutions; also indicate the type of relationship.
9. Provide a current or proposed management plan demonstrating the experience and ability to manage the programs enumerated in the Notice of Interest.
 - a. In the case of transitional housing programs, applicants shall submit either a proposed management plan, or a current management plan similar in nature to the proposed project or program, that includes:
 - i. An affirmative marketing strategy including examples of marketing materials prepared by the organization's personnel, dealing specifically with the mission to provide homeless families with a residential family environment where self advancement and responsibility can be fostered within a prescribed program.
 - ii. An application screening procedure to determine tenant eligibility and certification of income, including methods for maintaining and periodically purging the waiting list.
 - iii. Orientation procedures for new residents to the mission goals established.
 - iv. A method for linking specific social services and resources must be established.
 - v. Copy of a typical lease that would reflect the transitional aspects of the program.
 - vi. A procedure for enforcing the rules of the lease and any additional program standards of conduct including an eviction procedure.
 - vii. Where the homeless assistance program is based upon a charge to the individuals who-use the facility, please provide the following:
 - (a) Rent collection procedures and calculation method, including policies regarding late payments and damage charges.

(b) Vacancy turnaround procedures.

- viii. Procedures for complete financial accounting and periodic reports. A formal accounting and financial reporting process will be required through contracting with a Certified Public Accountant whereby monthly financial statements, bank reconciliations, and a review of accounting transactions are provided to the Redevelopment Authority on a monthly basis by an individual separate from program management. An organization must also contract with an independent accountant to provide audited financial statements on an annual basis. The treasurer of each organization shall countersign all check copies on a monthly basis in conjunction with approving the Financial Statement. This dual signature must occur after the checks are issued and represent an auditable expenditure review process.

Documented financial controls and procedure policies must also be available/or developed which prescribe the standard methodology used in handling accounting transactions inclusive of cash receipts, accounts payable activities, journal vouchers, and internal bank and investment transfers. Such policies and procedures must acknowledge the scope of financial activities conducted by the organization.

- ix. A property maintenance inspection program for buildings and units as applicable and grounds including a capital improvement program, purchasing, and inventory procedures.
- x. Describe provisions for an appropriate level of security for the proposed project.
- xi. A reporting system that will enable the community to evaluate the progress of the program on an annual basis.
- xii. Indicate whether resident support services will be provided both onsite and off-site.

- b. In the case of emergency shelter programs, applicants shall submit either a proposed management plan, or a current management plan similar in nature to the proposed project or program, that includes:

- i. A description of screening procedures for acceptance of individuals into the program including eligibility criteria and disqualifying factors.
 - ii. A typical agreement that would be signed by program client's setting forth standards of conduct and behavior including eviction procedures.
 - iii. Specific support services to be provided on-site and methods for creating linkages with other existing programs off-site.
 - iv. A method for linking specific social services and resources must be established.
 - vii. A property maintenance inspection program for buildings and units as applicable and grounds including a capital improvement program, purchasing, and inventory procedures.
 - viii. Describe provisions for an appropriate level of security for the proposed project.
 - ix. A reporting system that will enable the community to evaluate the progress of the program on an annual basis.
 - x. Indicate whether resident support services will be provided both onsite and off-site.
- c. In the case of other non-housing programs, applicants shall submit either a proposed management plan, or a current management plan similar in nature to the proposed project or program, that includes:
- i. A method for linking specific social services and resources must be established.
 - ii. Procedures for complete financial accounting and periodic reports. A formal accounting and financial reporting process will be required through contracting with a Certified Public Accountant whereby monthly financial statements, bank reconciliations, and a review of accounting transactions are provided to the Redevelopment Authority on a monthly basis by an individual separate from program management. An organization must also contract with an independent accountant to provide audited financial statements on an

annual basis. The treasurer of each organization shall countersign all check copies on a monthly basis in conjunction with approving the Financial Statement. This dual signature must occur after the checks are issued and represent an auditable expenditure review process.

Documented financial controls and procedure policies must also be available/or developed which prescribe the standard methodology used in handling accounting transactions inclusive of cash receipts, accounts payable activities, journal vouchers, and internal bank and investment transfers. Such policies and procedures must acknowledge the scope of financial activities conducted by the organization.

- iii. A property maintenance inspection program for buildings and units as applicable and grounds including a capital improvement program, purchasing, and inventory procedures.
- iv. Describe provisions for an appropriate level of security for the proposed project.
- v. A reporting system that will enable the community to evaluate the progress of the program on an annual basis.

E. FINANCIAL PLAN (3 pages maximum)

Information in this section will not be released to the public without the written consent of the applicant.

Prepare a financial plan for the specific building, property and/or program described which shall include:

1. A pro forma that identifies estimated costs associated with ensuring that identified buildings and property can be used for the proposed program. These costs shall include the cost of any needed construction to comply with local building codes, ADA requirements and to bring properties into conformance with design standards envisioned in the Reuse Plan. The costs of any proposed improvement, and costs associated with securing needed utility services. Soft costs such as architectural/engineering services, survey work, title services, legal services and government permit fees shall also be identified. In addition, any financing costs for said improvements shall be identified. A schedule for completion and financing of all improvements shall be provided.

2. A five (5) year projected operating cash-flow analysis for the program which shall include: annual gross income (with sources of all income and revenue producing operations for the program identified), a complete breakdown of expenses (including, as applicable, vacancy costs, utility costs, maintenance costs, management fees, security costs, capital and operating reserves, salaries and benefits, insurance, real estate taxes, other expenses (postage, collections, training, supplies, etc.), net operating income before debt service and depreciation, debt service, net operating income after debt service and depreciation.
3. Provide a detailed statement of the source of anticipated funding to establish the program operations, including a statement that funds are currently available for expenditure to carry out the proposed program. If the proposed program contemplates major development costs and funds are not currently available, identify plans and sources of funds to carry out the proposed program and development.
4. Indicate whether the applicant is receiving federal, state or local grants or subsidies for programs they provide. If so, what percentage of total organization revenues relies on these grants?

II. PREPARATION OF NOTICES OF INTEREST

- A. The Notice of Interest must be single-spaced, use 12-point font, have 1" margins, and be printed on white paper.
- B. If the applicant wishes to submit material and data that is not specifically requested, do not include the information with the Notice of Interest. This material must be included in an "Additional Data" section only. The following are examples of Additional Data:
 - Standard brochures and pictures/photographs
 - Promotional material with minimal technical content;
 - Generalized narrative of supplementary information;
 - Supplementary graphic materials;
- C. If the Notice of Interest is submitted by an individual, it shall be signed with the full name of the applicant, and his or her address shall be given. If it is submitted by a partnership, it shall be signed with the partnership name and by an authorized general partner and the full name and address of each general partner shall be given. If it is made by a joint venture, it shall be signed with the full name and address of each partner thereof. If it is submitted by a corporation, it shall be signed by the president and secretary in the corporate name.

III. SUBMITTAL OF NOTICE OF INTEREST

A. One original unbound Notice of Interest and nine (9) additional bound or stapled copies must be submitted. You are responsible for copies of any additional data.

B. Deadline for Submission of Notices of Interest:

Friday, December 15, 2006, 3:30 p.m. Pacific Standard Time.

C. No date stamps allowed. Submissions must be received at the address below prior to the deadline.

D. No late submissions will be accepted. It is the sole responsibility of the applicant to see that the Notice of Interest is received before the submission deadline. An applicant shall bear all risks associated with delays in the United States Mail or delivery service. Hand delivery is recommended.

E. No telegraphic, telephonic, emailed or faxed responses may be submitted. Modifications to a proposal will not be accepted.

F. Incomplete or partial submissions will not be accepted. Modifications to a proposal after it has been submitted will not be allowed.

G. Notices of Interest shall be received at the following location only:

**City of Long Beach
Department of Community Development
Project Development Bureau
333 W. Ocean Boulevard, 3rd Floor
Long Beach, CA 90802
(562) 570-6480**

Questions about the NOI submission should be submitted *in writing* prior to the submission deadline to the above address. Answers, as appropriate, will be posted on the website.

All submissions will become public information once they are submitted, and information may be released publicly. If anything is to remain confidential (and this only pertains to financial information) you must submit it in a separate envelope, clearly labeled "confidential".